Corpus Christi Catholic College

WORK LEARN PRAY GROW

Premises Manager	
Grade	**SO2**
Responsible to	**Business Manager**
Responsible for	**Premises Assistant**

Purpose of Job

You will have a variety of responsibilities regarding the leadership, management and stewardship of the school's estate, buildings and operations. This will include upkeep, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. You will also manage refurbishment, and other in-house building advancements and will be responsible for leading a premises team together with cleaning and grounds maintenance.

Main Duties, Responsibilities and Accountabilities

Security

- Oversee the usage of appropriate site security systems, in order to ensure good security arrangements
- Manage the access control system in liaison with relevant staff
- Ensure efficient opening and closing procedures are in place. Post holder will be a key holder and will be responsible for opening and closing the premises when necessary
- Manage keys and systems for allocation and recovery from staff in accordance with the Operation and Maintenance manuals
- Ensure regular checks on the proper operation and function of alarms
- Advise the Business Manager and Principal of security issues and improvements and provide reports as appropriate
- Is an active member of the School's Emergency Management Team which would involve being on call for emergencies such as alarm call outs, fire, flood, break in or accident
- Oversee the issue of staff badges and access control.
- Maintain and control the electric gate system.

Maintenance

- Oversee routine maintenance procedures, inspections and remedial works as required, ensuring all regulations are adhered to
- Co-ordinate, supervise and monitor external maintenance contractors on site
- Identify and prioritise internal and external maintenance requirements and prepare and organise work programmes
- Prepare a planned maintenance programme. Regularly assess the whole school site for any short or medium term maintenance including early identification of areas requiring attention and ensuring that this is undertaken promptly

- Oversee the operation of the Buildings Management System for the entire site, including all aspects of the heating installation
- Manage the Premises & Facilities team to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned
- Grounds Maintenance. Monitor all works ensuring that specified standards are achieved and that contract compliance is obtained.
- Maintain the contracts register
- Liaise with external contractors regarding premises, facilities and grounds related matters as required
- To ensure that all the computerised records/management information systems relating to premises, facilities and grounds are maintained
- To carry out statutory checks and inspections of the premises, equipment and grounds, keeping accurate records and input into the Every Compliance monitoring system.
- Emergencies. To deal with or arrange to be dealt with, all types of premises and facilities-related emergencies, for example, bursts, leaks, floods, fires, break-ins, breakages, accidents, electrical or gas. Ensure access for emergency services, assist as necessary and secure Premises/Facilities as required. Arrange repairs with contractors as required.
- Energy Conservation. In conjunction with the Business Manager, implement all agreed policies. Ensure that meters are read and recorded as required.
- Grounds Maintenance. Monitor all works ensuring that specified standards are achieved.
- Maintain inventories of tools, equipment and supplies in your remit.

Health & Safety

- Act as Health and Safety Representative, and maintain and monitor Health and Safety standards, including Fire Safety Management, reporting any failures to comply with the college's statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.
- Manage and maintain the college file of risk assessments associated to the Premises & Facilities
- Be responsible for all statutory Health and Safety inspections of the Premises and equipment and ensure that records of these are kept.
- Advise staff on Health and Safety procedures in college through the facilitation of training and induction
- Manage Health and Safety issues, and ensure any Health and Safety issues are reported to the Business Manager and/or Principal where appropriate
- Liaise with the Local Authority and other external bodies regarding Health and Safety as required
- Be a first aider

Finance

- Monitor all Premises & Facilities related budgets, reporting to the Business Manager (to include reactive, planned and statutory mainenace) providing costings as required and ensuring that expenditure on such headings remains within budget limits.

- Oversee plans and specifications, including costs, for alterations to Premises, specifications for maintenance work to be carried out by contractors etc, and ensuring best value for money tenders
- To help generate and secure premises and facilities-related new funding and income streams as applicable
- Ensure that college and statutory financial regulations are adhered to
- Ensure best value in the acquisition of services and resources relating to premises, facilities and grounds, and to advise on the evaluation of contractors' tenders

Strategic Maintenance

- To produce a 3 year premises development plan in consultation with the Business Manager.
- Ensure that school site is operational on a daily basis and fully operational in advance of the start of each term
- Ensure that the school site is a safe and secure environment for all students, staff and visitors

General

- Assist and direct visitors as required in a positive, helpful and courteous manner.
- Undertake any necessary training as determined by the Business Manager.
- Undertake any other relevant duties, as reasonably required.
- Monitor and react to work related emails.
- Treat all users of the College with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming College environment which supports equal opportunities.
- Ensure that the promotion of positive relationships of trust and care are considered a priority.
- Adhere to all College policies, rules and procedures, including financial regulations and procedures, and Health and Safety regulations.
- Support, encourage and contribute to the College Mission Statement and ethos.
- Participate proactively in performance management arrangements.
- Keep abreast of all national, regional and local developments related to the duties of the postholder.
- Promote, share and support the college's responsibility for the safeguarding, well-being, education and discipline of all students.